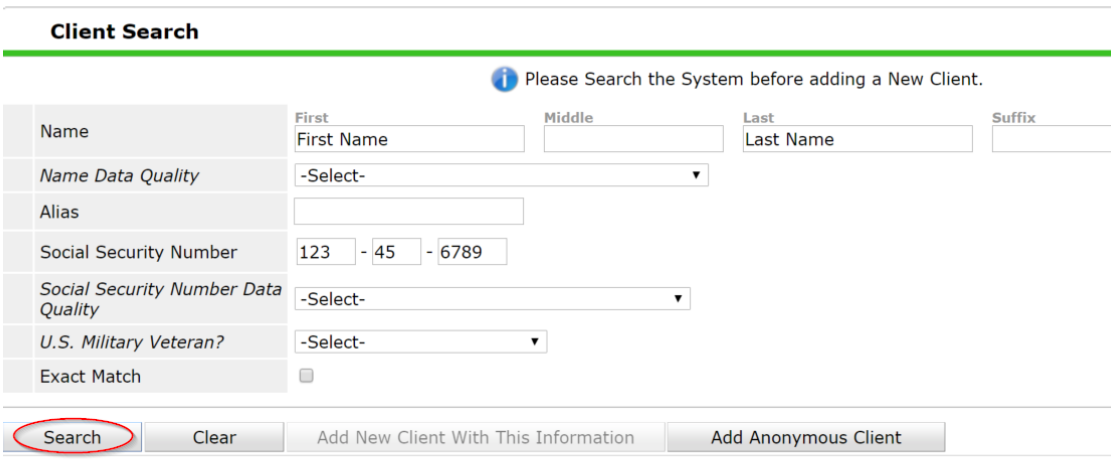
Coordinated Assessment-OTH-BOS Entry

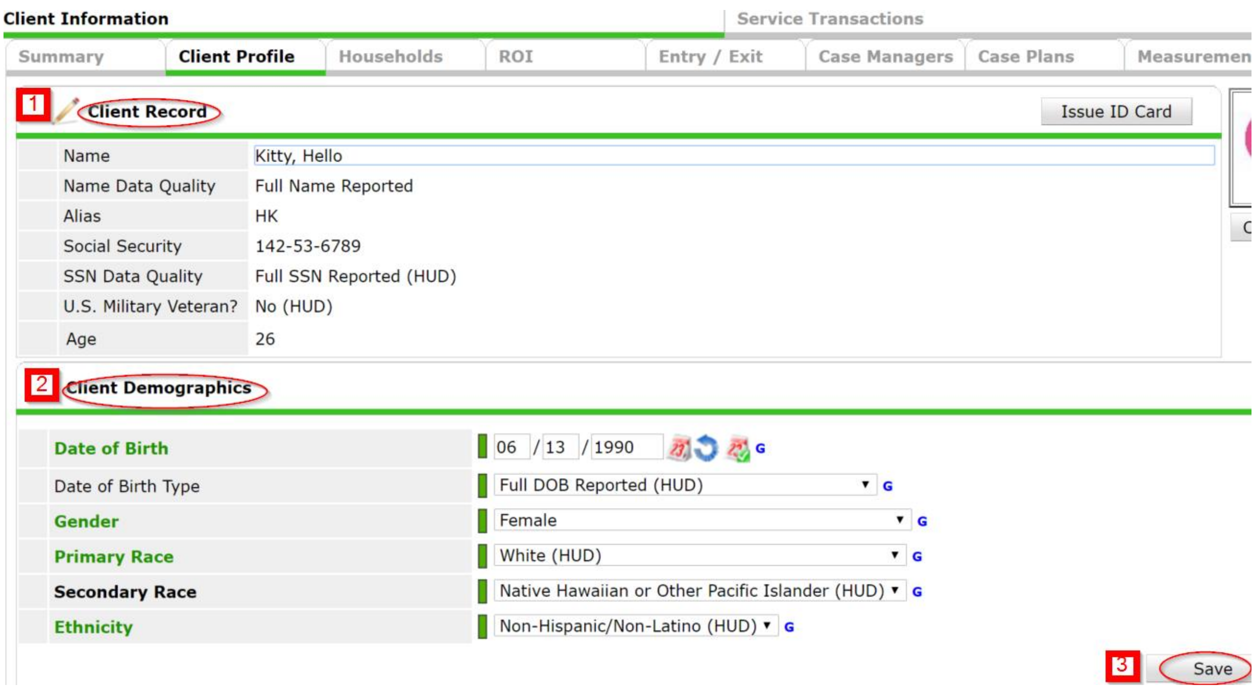
Instructions for Adding a Client Entry

Select “Enter Data As” in the upper right corner of the screen and select the appropriate program. Then search for the client through “ClientPoint” by entering under the tab on the left of the screen.

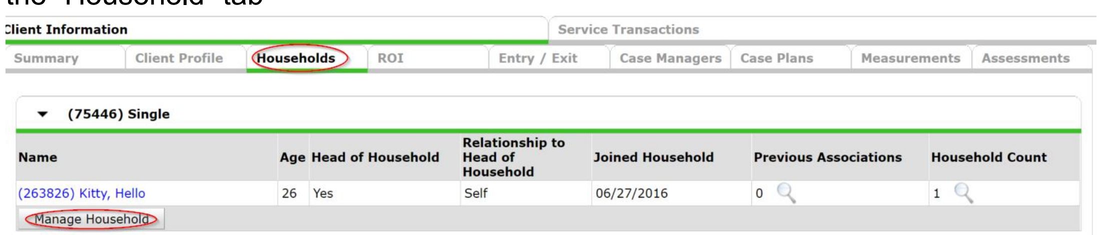
1. Search for the client by entering their information and pressing search



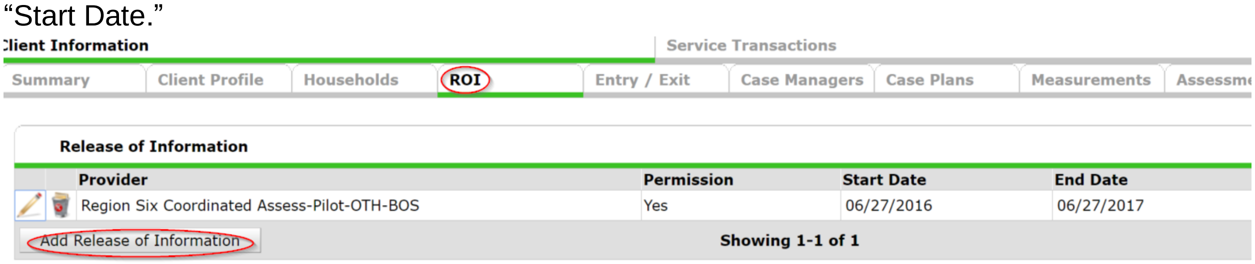
2. If the client is found by doing the “Search,” click on that client’s name. If not, the system will show that there are “No Matches” and prompt the user to “Add a New Client with this Information?” Please add new client.
3. The “Summary Page” will appear. Click over one tab to the right of the “Summary” Tab to the “Client Profile” and proceed to complete any information that you have obtained on this client. “Client Record” and “Client Demographics” will appear. Click on the pencil for each to add, change, or delete information.



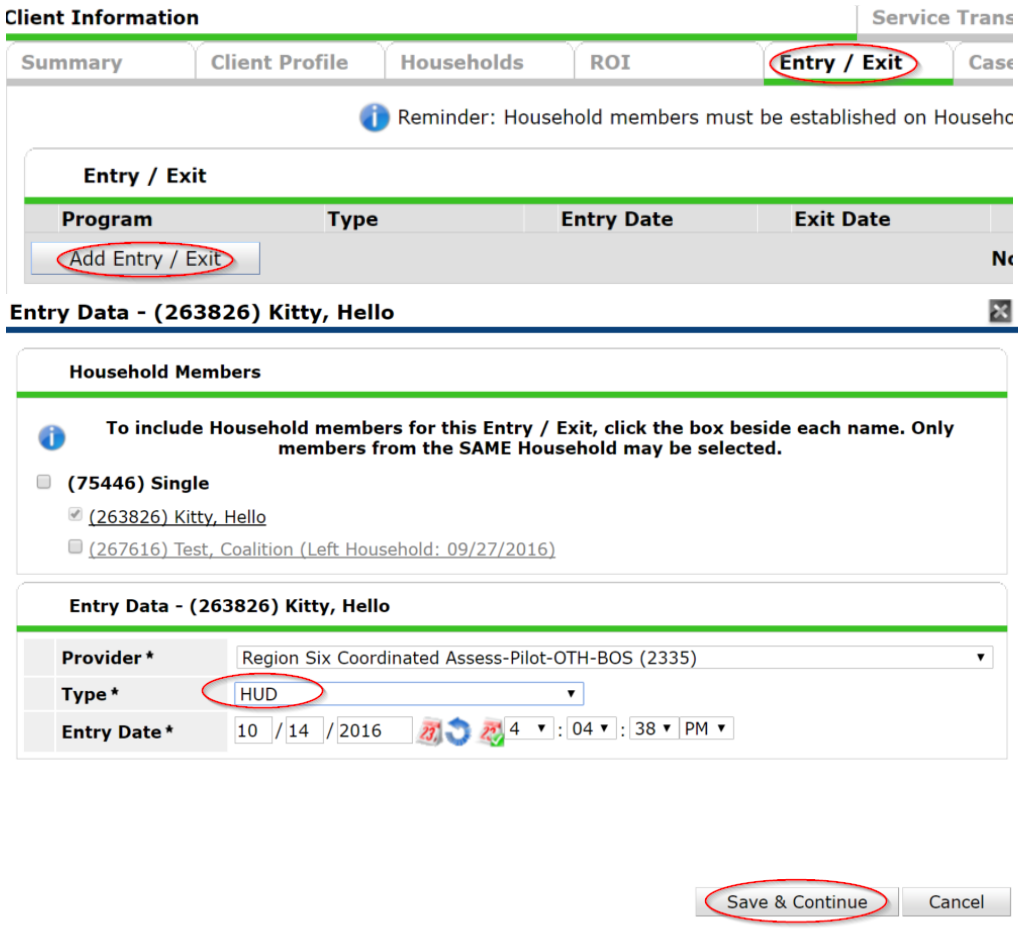
4. If a single person, skip to step 5, and skip over the Households tab
    a. If family, add clients to Houshold tab using the “Manage Households” buttons on the “Household” tab



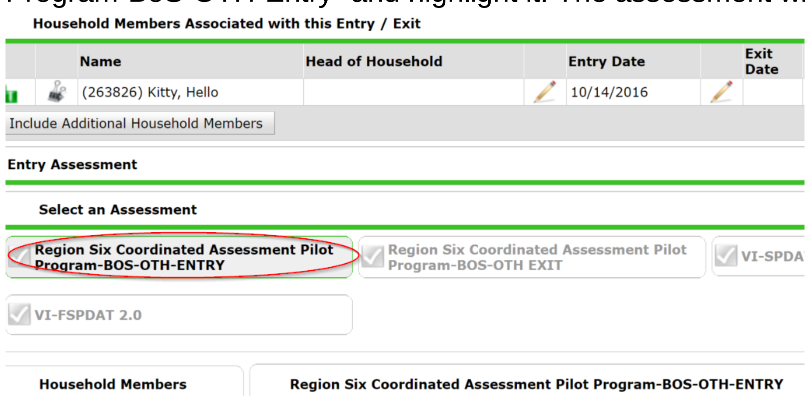
5. Obtain a “Release of Information” which must be signed by the client, and click on the “ROI” tab and complete the ROI. The “End Date” will be the date 365 days from the “Start Date.”



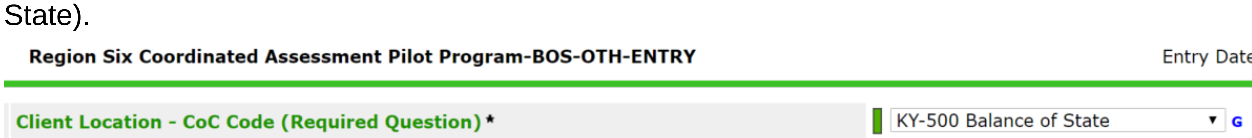
6. Click on the “Entry/Exit” tab. Click “Add Entry/Exit” and make sure the correct provider is shown. For “Type,” select “HUD.” Make sure the date and time are correct. Click on the “Save and Continue” button.



7. Find the “Select an Assessment” box for the “Region Six Coordinated Assessment Pilot Program-BoS-OTH-Entry” and highlight it. The assessment will appear.



8. Answer each applicable question in the assessment
    a. Mandatory question of the “CoC Code;” for all agencies not in Lexington (Fayette County) and Louisville (Jefferson County), the answer would “BOS” (Balance of State).



b. Those questions with the "Add" button need to be clicked on to bring up the sub-assessment questions to be answered. Be sure to "Save" before exiting the sub-assessment questions.

Residence Prior to Entry

		County of last permanent residence?	Prior Living Situation	Primary residence prior to entry?	Length of stay at prior residence?
		Bell	Owned by client, no ongoing housing subsidy (HUD)	Living wtih Family/Friends	Two to six nights

Add

c. The "How may we locate the client?" is a way to try to get in touch with the client after they have left the facility. A relative, friend, sponsor, cell phone number for the client, or whatever number that the client can give in order to be located, should go here.

How may we locate the client?

		Contact Phone Number (xxx) xxx-xxxx	Contact relationship to client	**Start Date ***
		[redacted]	Aunt	08/22/2016

Add **Showing 1-1 of 1**

9. The "Summary of Entry" is a sub-assessment that details who is entering the "VI-SPDAT v2" and their agency. It details whether or not the client is disabled, chronically homeless and the date the "VI-SPDAT v2" was entered. **This information MUST be filled out to ensure it pulls onto the Housing Prioritization List.**

Summary of Entry

		User Entering VI-SPDAT 2	User Agency	Is Client Disabled?	Is Client Chronically Homeless?	**Date Entered VI-SPDAT 2**
		Danielle Humes	KHC - Test	Yes	No	08/22/2016

Add **Showing 1-1 of 1**

10. The "VI-SPDAT v2" is also a sub-assessment. Click on the "Add" button and answer all the questions on this assessment. At the end of the questionnaire, click "Calculate" to get the "Grand Total" score. Click "Save."

VI-SPDAT v2.0

		Start Date *	PRE-SURVEY	A. HISTORY OF HOUSING AND HOMELESSNESS	B. RISKS
		08/22/2016	0	0	3

Add

Showi

11. The last sub-assessment is the "Client's Coordinated Assessment Status?" Fill in the score from the "VI-SPDAT v2" and then choose and answer for the client's status. The "Start Date" should auto-populate. The end date is not needed until exit. "Save and Exit" and you are finished. Note: There is a Print Option at the bottom left of the page. **This information MUST be filled out to ensure it pulls onto the Housing Prioritization List.**

Client's Coordinated Assessment Status?

		VI-SPDAT Pre-Screen Total	Client's Coordinated Assessment Status	Start Date *
		8	Client in referral status, still on VI-SPDAT list	08/22/2016

Add